

MEMORANDUM FOR: Chief, Foreign Documents Division

THROUGH: Assistant to DD/I (Administration)  
Assistant Director for Operations

SUBJECT: Use of Tests to Evaluate Acquired Professional Knowledges in  
Physical Science and Engineering Fields

1. Consistent with Federal personnel practice, minimum pay rates for specified Scientific and Engineering positions in CIA are now established at steps above the base of the respective grades in the GS-5 through GS-14 range. In order for an individual to qualify for the positions and advanced salary levels involved, he must have successfully completed a full four-year or longer professional engineering or scientific college curriculum, or lacking the required degree, he must possess the fundamental knowledge gained through training and experience necessary to perform fully as a professional engineer or scientist.

2. As a means of evaluating the depth and breadth of professional training and competence of individuals who have had training and experience in a scientific or engineering field but are short of a degree, the U. S. Civil Service Commission has prepared written tests. These tests are designed to measure an individual's knowledge of those subjects which are needed for the full performance of professional scientific or engineering work in the following fields:

Physics  
Electrical Engineering  
Electronic Engineering  
Electronic Science  
Metallurgy  
Metallurgical Engineering  
Chemistry

Chemical Engineering  
Mechanical Engineering  
Mining Engineering  
General Engineering  
Civil Engineering  
Mathematics  
Aeronautical Engineering  
Naval Architecture

3. The contents of these tests and their use as a means to evaluate the equivalence of a professional or scientific degree have been discussed with representatives of your Office, who informally indicated agreement with this approach. Accordingly, we are planning to schedule the initial testing period on approximately 15 December 1958. At this time, any candidates whom you nominate as competent in one of the Engineering or Scientific fields will be tested. Upon qualifying by passing appropriate tests, the candidates will be eligible for official assignment to appropriate professional or scientific positions and to obtain the salary differential authorized for the position concerned.

[Redacted Signature]

Gordon M. Stewart  
Director of Personnel

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